

SECRETARIAT, NATIONAL INTELLIGENCE AUTHORITY

Acts for the Director of Central Intelligence, coordinating with the Executive Director, in furnishing a Secretariat for the National Intelligence Authority (as directed in paragraph 10 of N.I.A. Directive No. 1) for the Intelligence Advisory Board, and for the Central Intelligence Group by:

- a. Reviewing all papers and correspondence submitted to the Director, Deputy Director, or Executive Director for approval, including papers prepared for transmittal to the N.I.A. or I.A.B., to insure that such papers and correspondence are as clear and concise as possible, are responsive to directives, are consistent with existing policies, and have been properly coordinated. If in his opinion any revision is necessary, the Secretary is authorized to change the format but not the content of these papers. If he considers a change in content necessary, the Secretary will refer the proposed revision to the originating individual or office for concurrence prior to submitting the revision for approval.
- b. Making necessary preparations for and attending all meetings of the N.I.A. and the I.A.B.
- c. Recording the minutes of the proceedings of the N.I.A. and the I.A.B. when meeting by themselves or with other agencies.
- d. Taking such action as may be appropriate to disseminate and initiate the implementation of decisions and policies of the N.I.A., I.A.B., Director, Deputy Director and Executive Director.
- e. Following up action taken in accordance with d above in order to assure that appropriate effectuating measures have been taken, or are being taken, and maintaining a record thereof.
- f. Advising authorized offices and individuals within C.I.G. and other government departments and agencies as to the interpretation of decisions and policies of the N.I.A., I.A.B., Director, Deputy Director and Executive Director, and maintains a record of such decisions and policies.
- g. Maintaining status reports showing the status of all papers under consideration by the N.I.A. or the I.A.B.
- h. Arranging for the reproduction and distribution of all official papers of the N.I.A. and the I.A.B., and maintaining a record and files thereof for use by authorized individuals.
- i. Performing such additional functions as may be assigned.

EXECUTIVE

1. Functions of the Central Intelligence Group, the National Intelligence Authority, the Intelligence Advisory Board, and the Central Intelligence Group by:
2. Effecting the implementation of all decisions and policies of the N.I.A., I.A.B., Director, Deputy Director and Executive Director.
3. Providing support for the Central Intelligence Group.
4. Regulating the Central Intelligence Group.

1. Acts as a liaison between the Director and the Executive Director.
2. Acts as a liaison between the Director and the Central Intelligence Group.
3. Matters of a normal nature of the Central Intelligence Group.

Assists the Director in his duties.

PERSONNEL AND ADMINISTRATIVE BRANCH

Executive for Personnel and Administration

1. Prepares the budget, accounts for the expenditure of funds, furnishes fiscal support to worldwide activities of CIG; controls fiscal matters of the operating offices, and maintains overall position controls. Prescribes property accountability and procedures.
2. Furnishes communications required to include specialized research to insure efficient communication for operating offices, operates message center; maintains a mail room and central records file, and furnishes such courier service as may be required.
3. Furnishes complete logistical support for worldwide activities of CIG, including supplies and medical services; controls and coordinates reproduction facilities of CIG. Furnishes Translation Service for CIG.
4. Provides personnel service to include allocation of positions, procurement, placement, training and other required services. Arranges for employee relations, indoctrination and orientation of personnel.
5. Assumes responsibility for the internal security of CIG installations and personnel.
6. Provides any legislative liaison required for CIG.
7. Provides legal counsel for CIG.

FINANCE DIVISION

Asst. Exec. for Finance

1. Prepares annual budget.
2. Maintains overall position controls.
3. Accounts for expenditure of funds.
4. Furnishes necessary fiscal support to CIG on a worldwide basis.

COMMUNICATIONS DIVISION

Asst. Exec. for Communications

1. Provides all communications service for CIG.
2. Operates a message center.
3. Operates a mail room.
4. Maintains central records and files.
5. Provides cable service.
6. Provides courier service on a worldwide basis.
7. Conducts necessary specialized research to provide safe, efficient communications for operating offices.

SERVICES DIVISION

Asst. Exec. for Services

1. Provides complete logistical support to CIG on a worldwide basis to include supplies, transportation and allied services. Controls and coordinates reproduction facilities of CIG.
2. Prescribes property accounting procedures.
3. Maintains a reproduction plant and publishing establishment to include a composition room and cartographic section to serve all activities of CIG.
4. Maintains a translation center for the translation of foreign language documents and other material to meet the requirements of CIG.

STAFF, CENTRAL INTELLIGENCE GROUP

ons as a staff for the Director of
l Intelligence under the super-
of the Executive Director,
l Intelligence Group in performing
mal duties of an executive office.
ing the necessary coordination with
and the Secretary, NIA, acts for
ractor, CIG, to insure the imple-
on of the Director's policies by
tivities of CIG.
es logistical and administrative
t for the world-wide activities
tes internal security of CIG.

EXECUTIVE OFFICE

Executive Director

the executive and staff coordin-
r Director, CIG,
the principal staff officer, CIG,
rol and coordinate the activities
requiring the attention of the
r of Central Intelligence will
y be processed through the Office
Executive Director.

Asst. Executive Director

As Executive Director and acts for
absence.

ADVISORY COUNCIL

Acts in a staff capacity for the Executive Director to:

- a. Maintain an office of record responsible for distribu-
tion and file of all papers and documents received from
governmental boards, interdepartmental committees,
agencies of the Joint Chiefs of Staff, Joint Army and
Navy Boards and Committees, and other bodies (not under
jurisdiction of NIA) which require the personal at-
tention of the Director of Central Intelligence.
- b. Prepare briefs, summaries and reviews and make recom-
mendations to the Director of Central Intelligence
relative to the above matters in close coordination with
the appropriate office, branch, or division of CIG
having primary interest therein.
- c. Advise the Director of Central Intelligence in matters
affecting the agenda of meetings of government boards and
committees, interdepartmental committees, agencies of
the Joint Chiefs of Staff, Joint Army-Navy Boards and
Committees, and other bodies (not under jurisdiction of
NIA) requiring the cognizance or attendance of the
Director of Central Intelligence.
- d. Establish liaison with the secretaries of constituted
government boards, committees, agencies and other bodies
(not under jurisdiction of NIA) to ensure that the best
interests of Director of Central Intelligence may be
served.
- e. Where appropriate keep all offices, branches and divisions
of CIG fully informed of the Director's participation in
the activities of the aforementioned groups and of
matters affecting the collection, production and dis-
semination of intelligence by CIG.
- f. Assist the Interdepartmental Coordinating and Planning
Staff in matters relating to the above functions.
- g. According to the instructions of the Director, handles
any matters concerning relations with the press, the pub-
lic, governmental officials, and other individuals
(except Congressional and legislative matters) and pre-
pares any studies, briefs, and other data he may desire
in connection with such matters.
- h. Establish procedures for and render necessary assistance
to accredited representatives of foreign governments
in their relation with CIG.

PERSONNEL DIVISION

Asst. Exec. for Personnel

1. Allocates positions.
2. Procures personnel.
3. Places and trains personnel.
4. Indoctrinates and orients personnel.
5. Provides for employee relations.
6. Provides all the necessary personnel
services.
7. Provides medical service for all personnel.

SECURITY DIVISION

Asst. Exec. for Security

1. Provides for security of CIG installations
and personnel on a worldwide basis in ac-
cordance with overall security measures
prescribed by Security Branch of Collection
Office.

PROJECT SUPPORT DIVISION

Asst. Exec. for Project Support

1. Provides necessary administrative service
to Office of Special Operations.